

## **A. Business Rules**

The following business rules apply to the receipt and acknowledgment of origination records:

### **Origination record:**

- Data applies to the entire award year.
- Must contain complete and valid fields that identify the student, or RFMS will reject the record. These fields are the Origination ID, Original SSN, Original Name Code, and Attending Campus. Also, must contain Transaction Number, and EFC that matches Eligible Applicant data from the Central Processing System (CPS).
- Must contain valid values or RFMS will correct to valid values or reject the record.
- Is considered a new record if any of the identification fields do not match the identifier fields in a previously accepted origination record.
- Must contain valid values for academic calendar and payment methodology and must be logically consistent with other record layout values. For example: If payment methodology submitted is “1” the Academic Calendar submitted should be “2, 3, or 4”.

### **RFMS:**

- Accepts multiple origination records for a student from multiple institutions and/or attending campuses.
- Only accepts one origination record per attending campus per student per award year. (RFMS treats subsequent origination records with the same identification information as updates.)
- Replaces or fills cents positions with zeros and reports zeros in the cents positions in the acknowledgement records. If awards are reported as whole dollars, RFMS interprets the last two positions as cents.

<p>NOTE: If you report ‘3125’ as the award without adding two more zeros for cents, RFMS will read the field as ‘3100’ and will accept the award amount as \$31.00.</p>
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- Does not use the origination record data to establish nor adjust your funding levels.

- Edits attending campus fields to ensure that the origination record is from an eligible and participating location during the academic year. (If it is not, RFMS rejects the record.)
- Recalculates awards when the award amount reported in the origination record is calculated incorrectly. However, RFMS will never increase the value of the award amount unless your institution sends in corrected data.
- Uses the Pell Grant Payment and Disbursement Schedules, including the Low Tuition Payment and Disbursement Schedules, to calculate the Scheduled Award and validate the Annual Award amounts.

## **B. Edits/Reject Reasons**

RFMS corrects data elements of an origination record for the following reasons (You can find valid values for all fields on the record layouts listed under the description, Bookshelf under the Pell Grant Process on [www.ifap.ed.gov](http://www.ifap.ed.gov)).

**Number of Payment Periods in student's school year:** Range 1-9

If Number of Payment Periods is not within range, RFMS will correct as follows:

<u>Academic Calendar</u>	<u>Corrected To</u>
1	2
2	3
3	2
4	2
5	2
6	2

**Award Amount for entire Award Year:** Validated based on Origination Record Data

**Estimated Disbursement Date #1:** Range: 19990701 – 20050930

**NOTE:** If the date is not within the range, July 1, 1999 – September 30, 2005, RFMS will change the estimated disbursement date to the processing date.

**Estimated Disbursement Date #2 - #15:** Range: 19990701 – 20050930

**NOTE:** You typically enter estimated disbursement dates that fall within the range July 1, 1999 to September 30, 2005. As long as you report within this range, RFMS will accept the disbursement dates. If the date is not within the range, RFMS will change the estimated disbursement date to spaces.

RFMS date range edits permit dates up to September 30, 2005 to accommodate postdeadline processing of origination and disbursement records for circumstances such as Potential Overaward Project (POP) blocked recipients, institutions granted administrative relief, and audit report findings.

**Enrollment Date:** Range: 19990101 - 20000630

If the date range is blank or invalid, then RFMS will correct the date using the value from a previous accepted origination record or will use the Batch Creation Date from the Batch Number of the Grant Header record. If the student enrolled in a crossover payment period before the first day of the award year (July 1), but will be paid from 1999-2000 funds, report the actual start date of the student's classes for that payment period.

**NOTE:** Report the actual start date of the student's classes for that payment period.

**Low Tuition and Fees code:**

If invalid, set to previously accepted value or blank:

Value: Tuition Range

1) 0

2) 1 - 106

3) 107 - 212

Or BLANK: low tuition does not apply

**Verification Status Code:** If this field is blank or invalid and if selected by Central Processing System (CPS) for verification, set this field to the previously accepted value or S

**Incarcerated Federal Pell Recipient code:** If not valid – set to previously accepted value or ‘N’.

**Academic Calendar:** Valid Range 1-6

If Academic calendar is invalid or BLANK:

- 1) Set to previously accepted Academic Calendar value; or
- 2) Set to the Attending Campus default Academic Calendar; or
- 3) Set to the Reporting Campus default Academic Calendar; or
- 4) If Payment Methodology equals 4, set accepted Academic Calendar value to “5”; or
- 5) Set accepted value to “3”.

**Payment methodology:** If invalid or BLANK, then set to previously accepted value or “3”.

**Cost of Attendance:** If invalid or BLANK, then set accepted value to previous value or \$3,125.00.

**Enrollment status:**

If Payment Methodology equals 4, set accepted value to previously accepted value or blank.

If Payment Methodology equals 5, set accepted value to previously accepted value or “3”.

If Payment Methodology is invalid or BLANK, set accepted value to previously accepted value or “1”.

NOTE: RFMS accepts the reported value when Payment Methodology equals 1, 2, and 3.

**Weeks of instructional time used to calculate payment:** Must be BLANK when using Payment Methodology 1. If invalid or out of range, then set corrected value to previous value or equal to

Weeks for Academic Year. If supplied and not needed for payment methodology, set to BLANK and ignore.

**Weeks of instructional time in program's definition of academic year:** Must be blank when using Payment Methodology 1. If invalid or BLANK, then set accepted value to previous value or if Attending Pell ID default Weeks is populated, then set accepted value to default. If Reporting Pell ID default Weeks is populated, then set accepted value to default. If supplied and not needed for payment methodology, set to BLANK and ignore.

**Credit/Clock hours in all payment periods expected to complete this school year:** Must be blank when using Payment Methodologies 1, 2 or 3. If invalid or out of range, then set accepted value to previous value or to Credit/Clock Hours for Academic Year. If supplied and not needed for payment methodology, ignore.

**Credit/Clock hours in program's definition of academic year:** Can be blank when using Payment Methodologies 1, 2 or 3. If invalid or BLANK, then set accepted value to previous value or if Attending Pell ID default Hours is populated, then set accepted value to default; Otherwise if Reporting Pell ID default Hours is populated, then set accepted value to default. If supplied and not needed for payment methodology, ignore.

### **C. Reject Reasons**

#### **Origination ID:**

If Original SSN and Original Name Code do not match a value in the Eligible Applicant Database.  
If Attending Pell ID does not match the value in the Origination ID.  
If Attending Pell ID is not funded or is not a branch of the Reporting Pell ID.

#### **Original SSN:**

If Original SSN does not match the value in the Origination ID.

#### **Original Name Code:**

If Original Name Code does not match the value in the Origination ID.

#### **Award amount for entire school year:**

If not numeric.

#### **Transaction Number:**

If not numeric or does not match the Eligible Applicant database.

#### **Expected Family Contribution (EFC):**

If not numeric or does not match the EFC for the transaction number reported in the Eligible Applicant database.

#### **Secondary Expected Family Contribution Used Code:**

If Selected and Secondary EFC not in Pell eligible range.

### **D. Edit Messages Returned with the Origination Acknowledgement**

Edit	Message	Type *
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<b>Code</b>		
301	Invalid Origination ID	E
302	Duplicate Origination	E
303	Invalid Original SSN/Applicant not on Eligible Applicant file	E
304	Invalid Attending Pell ID or Attending and Reporting/Funded campus mismatch	E
305	Invalid Award Amount/Correction Applied	W
306	Invalid Disbursement Date/Correction Applied	W
307	Invalid Enrollment Date/Correction Applied	W
308	Invalid low tuition & fees code/Correction Applied	W
309	Invalid Verification Code/Correction Applied	W
310	Invalid Incarcerated Federal Pell Recipient code/Correction Applied	W
311	Invalid Transaction Number	E
312	Invalid Expected Family Contribution	E
313	Invalid Secondary Expected Family Contribution/Correction Applied	W
314	Invalid Academic Calendar/Correction Applied	W
315	Invalid Payment Methodology/Correction Applied	W
316	Invalid Number of Payment Periods/Correction Applied	W
317	Invalid Cost Of Attendance/Correction Applied	W
318	Invalid Enrollment Status/Correction Applied	W
319	Invalid Weeks of Instructional Time in program's definition of Academic Year/Correction Applied	W
320	Invalid Weeks of Instructional Time used to calculate payment/Correction Applied	W
321	Invalid Credit/Clock hours in program's definition of academic year/Correction Applied	W
322	Invalid Credit/Clock hours in all payment periods expected to complete this school year/Correction Applied	W
323	Origination is 'overpaid' and negative disbursement is expected	W
324	Invalid Secondary Expected Family Contribution	E

\*E = Error – RFMS rejects the record

W = Warning – RFMS accepts the record as submitted and provides comment(s), or corrects invalid data values, as appropriate, and provides comments.